



STAR VISTA

JOB TITLE: Data and Analytics Assistant
REPORTS TO: Database and Analytics Manager
STATUS: 20 hours/week plus vacation, pro-rated benefits, non-exempt

POSITION PURPOSE:

This entry level position will work as a member of StarVista's Data Team, and provide support to the Data and Analytics Manager who is responsible for StarVista's Database, Efforts to Outcomes, administration, data analysis and reporting for all programs in the agency. The position may also provide quality management support to management in the agency.

JOB FUNCTIONS:

- Provide assistance in database administration.
- Run queries and provide data analysis and reporting support.
- Provide training and support to staff in utilization of database systems.
- Maintain security of data and document all systems and processes.
- Provide data entry support to program management as needed.
- Support the quality assurance needs of the agency through meetings, research, and other tasks, and other duties as assigned.

QUALIFICATIONS:

- Knowledge of database systems (including Efforts to Outcomes and FileMaker Pro) desired; experience with Word, MS Excel and reporting preferred.
- Experience working in a team environment.
- Attention to detail and ability to prioritize and problem-solve.
- Strong verbal and written communication skills. Ability to collaborate with others including technical and non-technical colleagues. Takes initiative and is organized
- Knowledge of mental health and human services for children, youth and families desired.

WORKING CONDITIONS:

Employee will work in an office setting in a team environment and will handle confidential documents. Employee may be required to utilize his/her privately-owned, insured vehicle to perform duties outside the office.

SUCCESS FACTORS:

- Has a positive and pro-active approach and able to work independently.
- Able to maintain a high level of accuracy and ability to multi-task.
- Listen well and communicate clearly with both internal and external customers.
- Meet deadlines, follow through on project, and support agency mission and purpose.

POSITION STATUS:

- Reports to Database and Analytics Manager
- Non-exempt, 20 hours weekly
- Benefits include pro-rated sick leave, vacation, personal days and holiday pay

APPLY TO: Send resume and cover letter to: emilie.shepherd@star-vista.org

StarVista is a private non-profit agency in San Mateo County that provides a wide array of free and low-cost services to help children, teens and adults who are dealing with substance abuse, domestic violence, mental health, relationship and communication issues. More information about the agency and its programs can be found at <http://www.star-vista.org>.